DEPARTMENT OF THE ARMY
PERSONNEL AND EMPLOYMENT SERVICE WASHINGTON
6800 ARMY PENTAGON
WASHINGTON DC 20310-6800

April 24, 2002

JDHQS-PES

MEMORANDUM FOR ALL EMPLOYEES IN ORGANIZATIONS SERVICED BY
P&ES-W CIVILIAN PERSONNEL ADVISORY CENTER

SUBJECT: Emergency Contact (Next of Kin) Database

The purpose of this memorandum is to notify the Personnel and Employment Service – Washington (P&ES-W) serviced population that the Department of the Army has developed an automated emergency contact database as a result of the lessons learned from the September 11th terrorist attacks. This is a voluntary program requiring use of a social security number. Participation is not mandatory. It is, however, strongly encouraged in order to have emergency data readily available in the event of an emergency or death of an employee. The emergency data stored in the database will only be available to authorized individuals who will be directly involved in the actual process of notifying emergency contact(s) and processing or assisting with the necessary documents in the event of injury or death of an employee.

Employees choosing to participate may enter their emergency contact information by accessing the Emergency Contact Data Form from the P&ES–W web site (http://www.hqda.army.mil/pesw) or from the Civilian Personnel Online web site (http://www.cpol.army.mil). Instructions to complete the form are enclosed and are also available on the above web sites. It is requested that employees who participate do so within 60 days.

In order to ensure that the most current data is in the database, employees will be reminded on an annual basis to review and update their emergency contact information.

The point of contact for this memorandum is the Human Resource Strategies Division.

Sherri Vauls Ward
Director

Enclosure

Emergency Contact Data Instructions

Due to the recent terrorist attacks and the continuing threats against all Americans, we find it necessary to implement an automated method whereby all employees who are U.S. citizens may have their emergency contact data readily available in the event of an emergency or death of an employee.

The emergency data you provide will be stored and made available to only those authorized individuals who will be directly involved in the actual process of notifying your emergency contact(s) and processing or assisting with the necessary documents in the event of injury or death of an employee.

A screen consisting of the necessary data elements is available for you to complete on the Army website, https://cpsapp2.belvoir.army.mil/emercontact/default.asp or via http://cpol.army.mil under "What's New". In order to gain access to the data base and enter your emergency contact information, you will first need to register as a "new user". Your social security number is being used since it is the one account that distinguishes you as an employee without duplication. Please note that when entering your social security number, it will not be displayed on the screen. As you enter your social security number, it will be represented on the screen by asterisks (*).

The next screen will provide you with instructions to establish your password. After you have established your password, you will be able to proceed and enter your emergency contact data. Once you have successfully entered your emergency contact data, you can update and change the information as changes occur. You must enter your user id and password each time you wish to access your account to modify or update your existing data.

As a practical tip, if the primary emergency contact listed is not an immediate relative, it is important for you to inform your emergency contacts in advance about how to locate your next of kin and/or dependents.

Your cooperation is needed to enable your agency to promptly notify the emergency contact of your choosing. Failure to provide this information could result in delay in the notification to your next of kin in the event of an emergency or death. Disclosure of your social security number is voluntary; however, failure to provide your social security number may delay the notification process. You'll be asked to review your emergency contact data on an annual basis and help keep the information current.

You should also consider updating designation of beneficiary forms if you believe the information is out of date.

If you should have any questions or concerns regarding this request, you may contact Ms. Pat Nabinett of the Policy and Program Development Division. Ms. Nabinett can be reached at (703) 325-9986/DSN 221-9986. The email address established for this project is ECHELP@asamra.hoffman.army.mil. If you do not have access to a personal computer or the internet, you should contact your first line supervisor.